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NASA
Procedural
Requirements

NPR 4310.1

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16, 2011**COMPLIANCE IS MANDATORY**

Identification and Disposition of NASA Artifacts (Revalidated w/Change 2 1/31/06)

Responsible Office: Logistics Management Division

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NPR 4310.1, Identification and Disposition of NASA Artifacts (Revalidated w/Change 2)

2	1/31/06	Administrative corrections made to correct office titles
1	3/12/04	Administrative corrections made to reflect the reorganization of 1/15/04: Changes made throughout to reflect the NASA Headquarters Reorganization. Modifies mission statements and organization charts for Codes A and R and establishes the same for Codes D (AE), O (C+J+ADI-1+NSSC), T (from Code R), V (AO), and Z (AM) (Codes C and J have been eliminated). The Agency organization chart has been updated to reflect the new offices and administrative changes were made to the Table of Contents and Chapter 1.

Preface

P.1 Purpose

This NPR provides procedures and guidance for the identification, reporting, transfer, or disposal of NASA articles, equipment and hardware of historical interest.

P.2 Applicability

This NPR applies to NASA Headquarters and all NASA Centers, including Component Facilities.

P.3 Authority

42 U.S.C., Section 203(a), of the National Aeronautics and Space Act of 1958, as amended.

P.4 References

P.4.1. Agreement Between the National Aeronautics and Space Administration and the Smithsonian Institution Concerning the Transfer and Management of NASA Historical Artifacts, dated May 28, 1998; (Appendix A).

P.4.2. NPD 4200.1, NASA Equipment Management Policy.

P.4.3. NPR 4200.1, NASA Equipment Management Manual.

P.4.4. NPR 4300.1, NASA Personal Property Disposal Manual.

P.4.5. NPD 1387.1, NASA Exhibits Program.

P.5 Cancellation

None

Revalidated January 31, 2006

/s/ Jeffrey E. Sutton
Assistant Administrator
for Office of Infrastructure and Administration

Distribution:

SDL 1

Chapter 1. Background

1.1 Artifact Administration

1.1.2. Under the terms of agreement referenced in subparagraph P.4.1., the National Air and Space Museum (NASM), which is administered by the Smithsonian Institution, is responsible for the custody, protection, preservation, exhibition, and loan of artifacts received from Government agencies. Repositories for NASA artifacts are identified with the assistance of the NASM so as to most effectively inform the public regarding NASA's endeavors. Artifacts are offered to the NASM when programmatic utility to NASA has been exhausted. Requirements for artifacts may include support for NASA's public affairs, industrial outreach, and education programs. It is NASM policy not to accept items into the General Collection solely for the purpose of loans to other agencies, organizations, and institutions. NASA may loan available artifacts as exhibits pursuant to the policy directive referenced in subparagraph P.4.5., provided no other programmatic requirement exists for the item.

1.2. Defining NASA Artifacts

1.2.1. Artifacts, as applied to NASA, are unique objects that document the history of the science and technology of aeronautics and astronautics. Their significance and interest stem mainly from their relation to the following: historic flights, programs, activities, or incidents; achievements or improvements in technology; our understanding of the universe; and important or well-known personalities.

1.2.2. Space-related artifacts may include, but are not limited to, objects such as major program vehicle components, unique devices, prototype and proof test articles, payloads or individual instruments, flight spares, astronaut tools and paraphernalia, design concept models, and high-fidelity simulators. Aeronautics artifacts include, but are not limited to, experimental aircraft, test and simulation devices, prototype systems, structural and test models, and flight-tested materials.

1.2.3. Flags, insignia, and other mementos carried in Official Flight Kits and astronaut Personal Preference Kits, or items specifically approved as reminders of specific flights are not to be considered artifacts. Artifacts also do not include non-serialized parts, or parts that exist in large numbers, except when such parts acquire special significance as indicated in subparagraph 1.2.1.

1.2.4. Questions regarding the classification of items as artifacts should be referred first to the Center Public Affairs Office, then, if necessary, to the Assistant Director, Collection Management, National Air and Space Museum (NASM), Washington, DC. Centers will forward information copies of any correspondence to the NASM regarding artifacts to NASA Headquarters, Office of Public Affairs, and Office of Infrastructure, Management, and Headquarters Operations.

Chapter 2. Responsibilities

2.1 NASA Artifacts Committee

The NASA Artifacts Committee, an internal Headquarters staff composed of full-time Federal employees, is hereby continued in effect as being necessary and in the public interest.

2.1.1. The NASA Artifacts Committee is responsible for general NASA policies regarding the identification and disposal of artifacts and for routine review of screening and reporting procedures.

2.1.2. The committee will review and approve the exhibition of major artifacts at NASA Centers, act on competing requests for artifacts within NASA, and request the return to NASA of artifacts transferred to the NASM for further technical use.

2.1.3. The membership of the NASA Artifacts Committee is set forth in Appendix B. The committee will meet as required, but not less than once each year, to review artifact processing and the previous year's activities.

2.1.4. The committee Chairperson is delegated the authority to execute the committee functions described above, with the advice of the full committee. The Chairperson will keep the NASA Administrator informed of significant actions, issues, or other matters related to NASA artifacts.

2.2. The Assistant Administrator for Public Affairs

The Assistant Administrator for Public Affairs is responsible for establishing policy and procedures for the exhibition of artifacts and will chair the NASA Artifacts Committee.

2.3. The Assistant Administrator for Institutional and Corporate Management

The Assistant Administrator for Institutional and Corporate Management is responsible for the transfer and accounting of artifacts and will act as the primary contact for artifact materials management and reporting to the NASM and the General Services Administration.

2.3.1. The Logistics Management Division will provide advice and guidance to NASA Centers on the handling, reporting, and transfer of artifacts. The Director is also responsible for the coordination of activities attendant to decisions regarding specific artifacts made by the NASA Artifacts Committee.

2.4. Enterprise Associate Administrators

Enterprise Associate Administrators are responsible for ensuring compliance with NASA policy regarding the identification, administration, and transfer of artifacts. They are also responsible for providing Enterprise specific policy and guidelines.

2.5. Center Directors

Center Directors will ensure that adequate processes and controls are in effect to identify, control, transfer, and report artifacts at their respective Centers or in the possession of contractors supporting their Centers.

2.5.1. Center Property Disposal Officers will screen potential artifacts in accordance with the procedures and guidance contained herein. They will also control, transfer, and report artifacts in accordance with subparagraphs P.4.1. through P.4.5.

Chapter 3. Procedures and Guidelines

3.1. Identification and Reporting of Artifacts

3.1.1. The identification of artifacts will begin as items produced and utilized by historically significant programs and projects lose their technical utility and are scheduled for disposal. The directive referenced in subparagraph P.4.2. provides overall policy for the control and custody of items of equipment classified as artifacts. Center Property Disposal Officers, working with their respective Public Affairs Offices, will assist program and project managers and Center Directors in determining which items qualify as artifacts. They will ensure that these items are reported in accordance with the procedures and guidance referenced in subparagraphs P.4.3. and P.4.4. and that special handling and reporting requirements for artifacts that are also controlled equipment are observed.

3.1.2. The appropriate turn-in document will clearly indicate that the property is designated an artifact. It will contain a description of the item's relationship to the historically significant program or project, system, subsystem, prototype, test unit, or facility. The artifact will be accompanied by other identifying documents such as operating handbooks, summary reports, drawings, log books, photographs, videotapes, motion picture film, audio tapes, and historically significant telemetry and test data. If possible, a recent photograph of the artifact will accompany the turn-in document.

3.1.3. The turn-in document may also cite a recommended disposition for the artifact, including known requests for custody from NASA Centers, other Government agencies, museums, and institutions. In these cases, a statement will be made as to the intended use of the artifact, and the name and telephone number of a point of contact will be included.

3.1.4. Artifacts should be grouped by their relationship to each other as much as possible. Components of a vehicle, though separately identified and controlled, would be grouped to show their relationship to the next higher assembly, to subsystems, to systems, and to the complete vehicle.

3.1.5. As artifacts become available for transfer, Centers will notify the Assistant Director, Collection Management, NASM, and NASA Headquarters, Office of Public Affairs, and Office of Infrastructure and Administration. Artifacts will be reported by the Center having property accountability as opposed to the Center that may be programmatically involved or that may have physical custody of the artifact.

3.2. Screening and Transfer of Artifacts

3.2.1. In accordance with the agreement between NASA and the Smithsonian Institution contained in Appendix A, NASM will review the notices of artifact availability submitted by the NASA Centers and indicate which items the museum wishes to acquire. The annotated notice will be returned to the Center, along with shipping instructions for the items desired, within 30 days of receipt. If no response is received from the NASM within 45 days of notice transmittal, the Center can assume the NASM has declined to acquire any item in the notice.

3.2.2. Competing requests for an artifact will be forwarded to the Director, Logistics Management Division will present the issue to the NASA Artifacts Committee for a decision. When competing requests are for exhibition only, the issue will be given to the NASA Exhibits Coordinator, in accordance with subparagraph P.4.5. for resolution.

3.2.3. The reporting Center will transfer the artifacts in accordance with the shipping instructions provided by NASM and as coordinated through the appropriate General Services Administration office. In all cases involving the transfer of aircraft artifacts, coordination will be conducted through the General Services Administration, Region Nine.

3.2.4. Requests for artifacts submitted by NASA Centers will be forwarded to the accountable Center's Property Disposal Officer. The request will include a statement on the intended use of the artifact, which describes the technical application, applicable program, or nature of the exhibition planned for the artifact. If the allocation of the artifact will require the expenditure of funds, the request will identify the fund source, project plan, and approving official. In general, requests for the transfer of artifacts for program requirements will have priority over requests for exhibitions.

3.2.5. Request for the exhibition of artifacts from non-Government organizations will be handled by the Center Exhibits Coordinator in accordance with the policy directive referenced in subparagraph P.4.5.

3.2.6. Items not transferred to the NASM or referred to the Center Exhibits Coordinator will be disposed of in accordance with the procedures and guidance referenced in subparagraph P.4.4.

Appendix A: Agreement Between the National Aeronautics and Space Administration and the Smithsonian Institution Concerning the Transfer and Management of NASA Historical Artifacts, May 28, 1998.

AGREEMENT BETWEEN THE AND THE SMITHSONIAN INSTITUTION CONCERNING THE TRANSFER AND MANAGEMENT OF NASA HISTORICAL ARTIFACTS

WHEREAS in the course of its programs the National Aeronautics and Space Administration produces a large number of artifacts, many with great historical value and others with great value for education, exhibition, and other purposes, relating to the development, demonstration, and application of aeronautical and astronautical science and technology of flight, and will continue to acquire such materials; and

WHEREAS such artifacts are unique specimens relating to the science and technology of aeronautics and astronautics, and of flight in the atmosphere and space, which may consist of aeronautical and astronautical objects, but not limited to, aircraft, space launch vehicles, spacecraft (both manned and unmanned), sub-systems of the above, such as rocket engines, pressure suits and personal equipment, instruments, significant recorded data, operating handbooks, drawings, photographs, motion picture film and related documents, audio and video tapes, training devices, simulators, and memorabilia; and

WHEREAS the Smithsonian Institution is charged with the responsibility to preserve for perpetuity artifacts representative of aviation and space flight; to

collect, preserve, and display aeronautical and space flight equipment of historical and educational interest and significance; to serve as a repository for scientific equipment and data pertaining to the development of aviation and space flight; and to provide educational material for the historical study of aviation and space flight.

THEREFORE, under the authority set forth in Section 203(c)(6) of the National Aeronautics and Space Act of 1958, as amended (72 Stat. 430; 42 U.S.C. 2473 (c)(6); Section 4 of the Act of August 30, 1961 (75 Stat. 415, 20 U.S.C. 80c); and Sections (4) and (8) of the National Air Museum Amendments Act of 1966(80 Stat. 310, 311; 20 U.S.C. 77a, 77d), the National Aeronautics and Space Administration (hereafter called "NASA") and the Smithsonian Institution (hereafter called "Smithsonian") enter into this Agreement concerning the transfer and management of those artifacts having such historical and educational or other value which have emerged and will emerge from the aeronautical and space programs administered by NASA.

1. NASA shall offer to transfer to, and the Smithsonian may accept as rapidly as reasonably possible, such artifacts under NASA control which become available, after programmatic utility to NASA or other government agencies has been exhausted, although, in extraordinary circumstances, exceptions or alternative dispositions can be made by NASA. Before the decision to make an exception or alternative disposition is made, the proposed action shall be referred to the Joint Artifacts Committee (established in paragraph 4, below) for consideration. In addition, the Smithsonian may, pursuant to the procedures contained in paragraph 4, call a special meeting of the Joint Committee to discuss the transfer or preservation of items of unusual historical interest that NASA has not yet declared to be artifacts. In either instance, if no consensus can be achieved by the Joint Artifacts Committee, the issue shall, upon request of either NASA or the Smithsonian, be referred to the NASA Administrator and the Director of the Smithsonian's National Air and Space Museum (NASM) for consideration. In the event agreement still cannot be reached, the NASA Administrator will decide the issue. NASA undertakes no obligation to provide financial support to the Smithsonian.

2. The Smithsonian Institution's National Air and Space Museum will accession into its National Collections and accept responsibility for the custody, control, protection, preservation, and display of such artifacts transferred by NASA both in the Museum itself and on loan to NASA and other appropriate organizations in a manner consistent with the prevailing collections policy of NASM. If NASM refuses a request from a NASA component or visitor center for a loan of a NASA artifact, or states its intention to terminate or not to renew an existing loan to NASA, NASA may call a meeting of the Joint Committee at which the

reasons for and possible alternatives to the denial will be discussed. Loans of artifacts to NASA shall be made for periods of from three to five years, with the expectation that renewals will be granted. NASM may specify reasonable curatorial practices to be followed by NASA components or visitor centers with respect to loaned NASA artifacts, and NASA will implement these practices to the extent practicable.

3. In connection with the NASA artifacts transferred to the Smithsonian, it is understood that in no instance shall a NASA artifact be finally disposed of to an agency other than the United States Government, or destroyed, before an opportunity is extended to NASA to reacquire, not on a basis of purchase but of reasonable defrayment of the costs involved, custody and control of the artifacts. Further, in the event that NASA determines that an item declared an artifact and transferred to the Smithsonian has renewed technical utility with respect to NASA's programs, the NASA Chair of the Joint Artifacts Committee may request NASM to loan the item back to NASA. NASM will make a good faith effort to comply with the NASA request in light of NASA's stated need and the potential impacts on the NASM collection and/or operations. In utilization of this procedure, both NASA and the NASM will work promptly and closely to minimize any adverse impact that the loan could have on NASM operations. Cost of shipping and packaging the item for return to NASA will be borne or reimbursed by NASA.

4. The Smithsonian and NASA will establish a Joint Artifacts Committee to collect information on and consider issues relating to NASA artifacts and their transfer to the Smithsonian. This charter includes but is not limited to, those issues identified for Committee consideration in paragraphs 1 and 2 above. It is anticipated that the Committee will meet at least two times per year, although either NASA or NASM may call a special meeting on 30 days notice.

5. The agreement shall be effective for five years from the date of the latest signature. Unless written notification is given by either party at least six months prior to expiration, it will be renewed automatically for an additional five years.

/s/ J. R. Dailey

John R. Dailey

Deputy Administrator

National Aeronautics and Space

Administration

28 May 98

/s/ Donald D. Engen

Donald D. Engen

Director

National Air and Space Museum

Smithsonian Institution

May 28, 1998

Date

Date

Appendix B: Membership of the NASA Artifacts Committee

Membership of the NASA Artifacts Committee

Chair Assistant Administrator for Public Affairs

Standing

Members Deputy Assistant Administrator for Public Affairs

Deputy General Counsel

Chief Historian

Staff Assistant, Office of the Chief Financial Officer

Director, Logistics Management Division, Office of Infrastructure and Administration

Director, Public Outreach Division, Office of Public Affairs

Ad Hoc

Members As assigned by the Committee Chair

Secretary Artifacts Coordinator, Public Outreach Division, Office
of Public Affairs